



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: September 19, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, September 20, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Tuesday, October 3, 2006**. Applicants will not be accepted after that time and date. **Applications will be accepted from permanent IDOT employees only within the Division of Public & Intermodal Transportation.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM III

Fiscal Manager
Administration Section
Division of Public &
Intermodal Transportation
Chicago

Attachments
32206

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Tuesday, October 3, 2006, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **Applications will be accepted from permanent IDOT employees only within the Division Public & Intermodal Transportation.**



Position Summary Sheet

An Equal Opportunity Employer

Classification: Technical Manager III

Position Title: Fiscal Manager

Position Number: PW413-23-80-001-10-01

Salary Range: \$3,535-\$6,295

IPR#: 32206

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Division of Public and Intermodal Transportation, Administration Section, Chicago

Description Of Duties:

This position is accountable for managing the fiscal compliance for all operating assistance and capital improvement grant programs and producing all documents necessary to implement the financial program of the Division of Public and Intermodal Transportation. In addition, the incumbent will be responsible for managing the Division's two operations budgets.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, public finance and public administration or five years experience in public or business administration, public finance or accounting activities or any equivalent combination of experience and training.
- Ability to plan and coordinate the allocation of operations resources in accordance with state, federal and generally accepted accounting principle.

Remarks:

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE	<i>May 12, 2006</i>	POSITION:	<i>Fiscal Manager</i>
APPROVED BY:	<u><i>Jason Tai</i></u>	OFFICE/DIVISION:	<i>Public & Intermodal Transportation</i>
CODE:	<i>PTFISMGR</i>	REPORTS TO:	<i>Financial Services Manager</i>

Position Purpose

This position is accountable for managing the fiscal compliance for all operating assistance and capital improvement grant programs and producing all documents necessary to implement the financial program of the Division of Public and Intermodal Transportation. In addition, the incumbent will be responsible for managing the Division's two operations budgets.

Dimensions

Actual Program Budget:	\$400 Million
Active Grants:	400
Annual Operations Budget:	\$3.0 Million
Annual Financial Reports:	108
Annual Financial Documents:	1500

Nature and Scope

This position reports to the Financial Services Manager as do an Office Coordinator, Office Occupations Trainee and an Administrative Technician. There are no subordinates reporting to this position.

This position is responsible for planning and controlling the financial management of all public transportation grant programs requiring a technical level of review and constant attention to detail. In certain instances grants may fund projects of large sophisticated transit systems. In other instances the recipients are less well prepared to attend to the administrative complexities of the program. The incumbent must provide thorough review to ensure that the Division maintains sound fiscal control of these grant programs. The incumbent recommends to the Financial Services Manager the approval, or other appropriate action for the Division's fiscal matters, for both grants and operations, ranging from initial commitment of funds through audit reconciliation. In addition, this position is responsible for developing and managing the annual operations budgets of the Division. The ability of the incumbent to maintain relevant historical data and provide realistic projections will help to maximize available resources.

Typical problems confronting the incumbent include: controlling the fiscal activity for a variety of grant programs as well as incorporating requirements of fiscal compliance which often requires special attention for the review and processing of documents; maintaining a sound and efficient fiscal management program through the use of the personal computer and other refinements; and recommending an effective allocation of resources for the Division's operations budgets. The greatest challenges are to develop an overall understanding of federal and state rules and guidelines for the financial programs of the Division to ensure that they are consistently applied when reviewing contracts and invoice, propose sound recommendations and refinements, and to produce/process accurate fiscal reports/documents in a timely manner. The volume of reports and documents generated by the incumbent makes timeliness an ongoing challenge in this position. Accomplishing these challenges will require the incumbent to constantly establish and re-evaluate priorities for managing the workload.

The incumbent is personally accountable for: exercising independent judgment in performing compliance reviews, reviewing the financial materials of all grant programs and the operations budget; preparing all required fiscal documents; monitoring the expenditure of funds and coordinating the accounting and reporting associated with these programs including the annual federal reimbursement of eligible administrative costs. These fiscal

responsibilities require completing and processing large quantities of paperwork with a strong emphasis on timeliness and attention to detail. This position serves as the petty cash officer, managing the account, maintaining proper procedures and responding to all compliance audit issues. The incumbent coordinates, implements and controls the annual operations budgets through the use of the Budget Development and Analysis (BDA) system. The ability of the incumbent to understand current computer applications and implement sound business practices is required for the many updates and revisions to the Fiscal Operations and Administration (FOA) accounting system. The incumbent acts as liaison between Public and Intermodal Transportation's Administration Section and the Data Processing manager and at times the Bureau of Budget and Fiscal Management and the Bureau of Information Processing.

This position maintains constant contact with the Division staff in order to coordinate fiscal activities. In addition, the incumbent maintains contact with the Office of Finance and Administration and the Office of Planning and Programming. Externally, the incumbent maintains contact with the Department of Central Management Services, Federal Transit Administration and a large number of vendors and organizations with which the Division and Department do business.

This position is constrained by departmental rules and regulations. S/He has latitude to accomplish tasks but refers to matters of a unique and/or sensitive nature of the Financial Services Manager for consultation.

The effectiveness of this position may be measured by the ability of the incumbent to organize, prioritize and communicate the administrative requirements of the Division's grant programs and operations budgets in order to maintain a sound financial management program in accordance with state and federal guidelines as well as generally accepted accounting practices.

Principal Accountabilities

1. Reviews materials pertaining to the fiscal management of all grant programs for financial and administrative compliance and effectively communicates any issues requiring attention.
2. Prepares for processing all documents necessary to implement sound fiscal services for the Division's grant programs and operations budgets.
3. Employees sound judgment and attention to detail in managing the large amount of fiscal paperwork assigned with a strong emphasis on timeliness.
4. Coordinates the development, planning and reporting of current and upcoming year operations budgets through the use of the BDA and the FOA systems.
5. Manages all line items of the annual Road Fund and the Rural and Small Urban program operations budgets, and prepares the annual federal reimbursement of eligible administrative costs.
6. Serves as petty cash officer.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.